

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA UGANDA

2. AGENCY

USAID

3a. POSITION NO.

15027189C

3b. SUBJECT TO IDENTICAL POSITIONS?

☐

Yes

☒

No

Agencies may show the number of such positions authorized and/or established:

4. REASON FOR SUBMISSION

☐

a. Reclassification of duties: This position replaces

Position No.: _____ Title: _____ Series: _____ Grade: _____

☐

b. New Position

☒

c. Other (explain): Update

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority:

Program Management Assistant, FSN-4005

FSN-8

b. Other:

c. Proposed by Initiating Office:

6. POST TITLE POSITION (if different from official title)

Program Management Assistant

7. NAME OF EMPLOYEE

8. OFFICE/SECTION:

DRG Office

a. First Subdivision:

b. Second Subdivision:

c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of EMPLOYEE

Date
(mm-dd-yy)

Typed Name and Signature of SUPERVISOR

Date
(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. **There is a valid management need for this position.**

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of SECTION CHIEF or
AGENCY HEAD

Date
(mm-dd-yy)

Typed Name and Signature of Executive Officer

Date
(mm-dd-yy)

BACKGROUND:

Reporting to the Office Director, the incumbent's major responsibilities will include program management, preparing acquisition and assistance procurement documents, managing logistical support, providing technical expertise, managing professional relationships (i.e. with Government of Uganda (GoU) officials, Uganda civil society partners, other international donors), collecting and dissemination project information and other operational duties (i.e. clerical, administrative, word processing and typing) in support of the DRG Team). S/he will also assist team members to achieve the office's overall and specific program objectives in the areas of democracy, governance, accountability, human rights, rule of law, conflict prevention, conflict mitigation and conflict resolution activities.

As may be designated, the position will support the primary Agreement/Contracting Officer's Technical Representative (COTR/AOTR) either as an alternate or assistant to manage and monitor activity funding instruments and implementing partners in a timely and effective manner to ensure that targeted results are achieved. Where the incumbent has specific responsibility to manage a contract, grant, and/or cooperative agreement as an alternate Activity Manager or A/COTR, the incumbent will oversee and monitor these activities/instruments drawing on USAID approaches and regulations.

13. BASIC FUNCTION OF POSITION

The Program Management Assistant will be located in USAID/Uganda's Democracy, Rights and Governance (DRG) Office. The primary purpose of the Program Management Assistant (PMA) is to assist the DRG team manage project activities within the USAID/Uganda DRG portfolio and provide administrative support. The PMA will ensure that the Mission has the necessary technical expertise to handle program and administrative support related to the multiple program areas of the DRG office and across the various Development Objectives (Dos) as described in the Country Development Cooperation Strategy (CDCS).

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

Overall, the incumbent's major responsibilities will be categorized as follows:

A. Office Management/Program Support to the COTRs/AOTRs**60%**

1. Maintain the Office Director's calendar and ensure that scheduling conflicts are resolved in a timely manner.
2. Prepare memos, letters, cables, spreadsheets, no-fund and funding response letters, SOILs, MAARD, GLAAS, briefing materials and visa referral requests, etc. at the direction of the DRG Office Director. Follow up on GLAAS actions and related documents for both a program and non-technical nature for DRG programs, commodity procurement, short-term technical assistance and project funded FSN salaries. Tracks clearances and liaises with the Finance Management Office (FMO) and Contracts Office. Provide quality control for the administrative unit of the DRG office. Ensure that all documents produced by the office are properly formatted and are completed in a timely manner. Draft country clearance cables and secure necessary clearances for TDY travelers, VIP visits, etc.
3. Assist to manage, coordinate and provide administrative duties including logistical, administrative support, monitoring/tracking status and follow-up activities with relevant USAID support offices (i.e. Contracts Office, Finance Management Office (FMO), Program and Policy Development (PPD) office, Front Office), implementing partners, donors and line Government of Uganda Ministries (i.e. Ministry of Local Government).
4. Assists the DRG Team as a liaison with the Executive Office (EXO) staff in the clearance of contractor/ grantee equipment or commodities. Assist in managing project commodities to ensure that grantees/recipients conform to USAID commodity regulations through routine monitoring and verifying of inventory at USAID sites and USAID supported organizations. Maintain appropriate documentation accordingly. Assists implementing partners working on DRG activities and programs to work effectively, including assisting with logistical arrangements (such as familiarization with USAID administrative policies/procedures). Maintain and assists in checking project property inventories both on going and for activity closeouts. When assisting with activity closeouts ensure end use checks of equipment, disposition plan and transfer to new title and custodian issues resolved with EXO/GSO.

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5. Assist in developing budgets relevant to procurement of services and goods, and work with FMO to ensure availability and source of funds, with PPD to ensure appropriate concept reviews are scheduled and programming processes followed and with Contracts office to ensure DO2 procurements progress according to the work plan.
6. Make appointments, arranges meetings, special events and conferences for the DRG Team. Prepare invitations, meeting minutes and other relevant correspondence. Secure meeting rooms for visiting implementing partners, TDY teams, etc. and assist the DRG team with the preparation and coordination of visiting VIP delegations. Prepare briefing binders for VIP visits.
7. Receive incoming telephone communications, transfer calls to the appropriate team member or take messages. Place outgoing calls as requested, communicate messages directly to project staff and counterparts.
8. Receive, review, and distribute incoming written unclassified correspondence, via email, inter-agency mail system and external mail system and determine what can be handled personally, what must be routed to the supervisor and what can be sent to DRG team members. Review outgoing mail for proper address, routing and attachments.
9. Maintain the official DRG electronic and paper filing system and oversees routine filing duties of unclassified official project files, activity documents and other related DRG filing. Assist with archiving and close-out of expired official project files.
10. Schedule, participate and take notes at the DRG staff meetings, send out required e-mails, track actions and update COTR/AOTRs and Activity Managers as necessary. Schedule and participate in the bi-weekly meetings with the Mission Director and Deputy Mission Director.
11. Assist the PPD office and support the DRG team to liaise and organize the Mission's partner meetings.
12. Maintain the weekly visitors list.
13. Assist the DRG Team with preparation and routing of all administrative documents related to approved DRG activities and consistent with approved DRG instruments; coordinate with technical officers and PPD staff and assist in preparation of Action Memos seeking approvals for DRG and DRG-related activities.
14. Coordinate TraiNet data with DRG AOTRs/COTRs/Activity Managers and contractors/grantees and DRG data inputs to Mission reporting. Maintain updated understanding of TraiNet system so as to interface directly with implementing partners and, as needed, provided assistance.
15. Assist in the preparation and presentation of information for the quarterly pipeline reviews and the annual portfolio review.
16. As requested, attend meetings and workshops with the Government of Uganda, Parliamentary Services, local government representatives, implementing partners.

B. Logistics

30%

1. Maintain the DRG team members' travel, leave plan, training schedule, TDY visitor plan and other relevant office documents/filing.
2. Prepare and submits time and attendance reports for DRG team members. Perform WebTA functions in the event an employee is absent.
3. Provide logistical support to DRG team members, project staff and TDY visitors. Arranges travel, visas, transportation and hotel reservations. Coordinate with USAID Travel Assistant for tickets and reservations. Assist with reconfirming or changing reservations. Provides support to DRG team members for processing of E2 vouchers. Arrange motor pool transportation and visitor access requests for DRG team members as needed.
4. Assist with responding to information requests on USAID/Uganda and DRG activities and, as requested by the DRG team members, disseminates information to implementing partners and others.

C. Miscellaneous Tasks

10%

1. Procures expendable and non-expendable supplies for the DRG office and ensure the office space is properly outfitted.
2. Prepares welcome information for new staff and/or visitors.

3. Maintains general information on DRG activities.
4. Prepare briefers and work with the PPD Development Outreach and Communications Advisor to ensure DRG briefs are kept up to date.
5. Other duties may be assigned by the Team Leader as deemed fit to meet the office/program/administrative needs of the DGC office.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Some college or university studies required. Studies can be in development studies/agriculture/environment/business administration/finance/accounting/international relations or similar fields.
- b. **Prior Work Experience:** A minimum of three years of program/administrative/clerical experience is required; familiarity with USAID or another international agency and the government of Uganda is highly desirable.
- c. **Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods. On-the-job training regarding USAID, PEPFAR and PMI policies, procedures and regulations, including the Automated Directives System (ADS), Mission Orders. Formal AOTR/COTR certification courses (necessary because of the substantive back-stopping role) and other appropriate training will be provided as courses become available.
- d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV English ability (Fluent) is required.
- e. **Job Knowledge:** Demonstrated thorough knowledge of program management, including design, implementation, monitoring, and evaluation.
- f. **Skills and Abilities:** Strong interpersonal skills, demonstrated experience and ability to work in teams, clear concise writing skills, ability to meet tight deadlines with logical analyses and clear presentation is essential. Proven ability to work collaboratively with a range of counterparts at professional levels including those from host country government, NGOs, other USAID Missions, other donors and rural resource users. Computer literacy in word processing using Microsoft, and spreadsheets. Demonstrated experience in the preparation and presentation of reports. Must be self-driven with ability to perform under minimal supervision.

16. POSITION ELEMENTS

- a. **Supervision Received:** Immediate supervision will be from the DRG Office Director. The immediate supervisor will provide the required guidance and mentoring on incumbent's technical and managerial performance.
- b. **Supervision Exercised:** This is not a supervisory position.
- c. **Available Guidelines:** In performing the work described, the incumbent will refer to the Country Development and Cooperation Strategy (CDCS) and the Activity Approval Documents (AADs) for guidance on team objectives and responsibilities, customer and partner relationships, norms, supervisory relations, internal procedures, evaluation standards and other matters, as may be periodically modified. Agency Automotive Directive System (ADS), General Notices and Standard Guides and Regulations as applicable.
- d. **Exercise of Judgment:** Exercises considerable independent judgment. The incumbent exercises own judgment and establishes own priorities in dealing with new arrivals, departures, callers, correspondence and cabled inquires as well as responses to specific requests from the supervisor and other Mission employees. A high degree of tact, diplomacy, and persistence is required for effectiveness.
- e. **Authority to Make Commitments:** None. However, the incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status.
- f. **Nature, Level, and Purpose of Contacts:** Employee has daily contact with GOU officials, Americans and LES employees in order to accomplish her/his day-to-day assignments in a timely manner.

g. Time Expected to Reach Full Performance Level: 52 weeks; 40 hours/5 days per week.

h.g.